

WHEELING TOWNSHIP MINUTES OF REGULAR MEETING SEPTEMBER 22, 2015

CALL TO ORDER

The regular meeting of the Supervisor and Board of Trustees of Wheeling Township, for September 22, 2015 was held in the Paula Ulreich Meeting Room, in the Township of Wheeling, 1616 North Arlington Heights Road, Arlington Heights, Illinois. Supervisor Schroeder called the meeting to order at 8:00 p.m.

ROLL CALL

Clerk Gauza called the roll and the following members were present: Supervisor Schroeder, Trustee Robert Hoban, Trustee Ruth O'Connell, Trustee Michael Domrzalski, Trustee Kathy Penner, and Clerk Joanna Gauza.

Also in attendance: Wheeling Township Highway Commissioner Scott Saewert, Wheeling Township Assessor Jerry Sadler, Wheeling Township Attorney Nanci Rogers, and Wheeling Township Director of Finance and Administration Josephine Stellato.

Absent: None

PLEDGE OF ALLEGIANCE

Supervisor Schroeder led those assembled in the Pledge of Allegiance.

APPROVAL OF MINUTES

MOTION # 1: APPROVAL OF MEETING MINUTES – August 25, 2015

Motion by Trustee Hoban, seconded by Trustee Penner, to approve the minutes of August 25, 2015.

VOICE CALL VOTE: All Ayes....Motion #1 Carried.

AUDIT

MOTION # 2: AUDIT FOR ROAD AND BRIDGE FUND

Motion by Trustee Penner, seconded by Trustee Domrzalski, to approve batch #363, #364, and #365 against the Road and Bridge Fund, in the amount of \$2,506.45 to be paid.

ROLL CALL VOTE: AYES: Domrzalski, Penner, O'Connell, Hoban, Schroeder
NAYS: None....Motion #2 Carried.

MOTION #3: AUDIT FOR CEMETERY FUND

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Motion by Trustee Penner, seconded by Trustee Domrzalski, to approve batch #092215 against the Cemetery Fund, in the amount of \$3,942.36 to be paid.

ROLL CALL VOTE: AYES: Domrzalski, Penner, O'Connell, Hoban, Schroeder
NAYS: None....Motion # 3 Carried.

MOTION #4: AUDIT FOR TOWN FUND

Motion by Trustee Penner, seconded by Trustee Domrzalski, to approve batch #542, and #543 against the Town Fund, in the amount of \$123,352.48 to be paid.

ROLL CALL VOTE: AYES: Domrzalski, Penner, O'Connell, Hoban, Schroeder
NAYS: None....Motion # 4 Carried.

CITIZENS TO BE HEARD

None.

OFFICIALS' REPORTS

ASSESSOR: Assessor Sadler reported:

- Wheeling Township was closed for 2015 assessment appeals as of close of business, Friday, August 14, 2015. Initial results were available as of Monday, September 21, 2015. Property owners have a few days to respond and/or file with the Cook County Board of Review or the Circuit Court of Cook County.
- The Cook County Board of Review cannot announce the appeal window for Wheeling Township property owners until the Cook County Assessor has certified and published the 2015 results. Wheeling Township is already assisting property owners with the online pre-file system. But in order to better assist constituents, the Cook County Board of Review has enhanced the online appeal process and has scheduled training for the Wheeling Township Assessor's staff on the new system for Thursday, September 24, 2015. The training will take place in our office.
- Permits for Property Tax Year 2016
Processed to Date: 2,734
- Statistics September 2015
Office Visits: 80
Phone Calls: 174

HIGHWAY DEPARTMENT: Highway Commissioner Saewert reported:

Road Projects:

- Anita Ave. (Woodland Ave. to Lee St.) Road Drainage Improvements

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Project – Project still in progress. Landscape restoration is pending.

- Phase II, Gregory St. and Lee St. - Project in progress. The road resurfacing has been completed and the landscape restoration is pending.
- Portwine Rd., Crack Sealing – The contractor bid has been approved. Project is scheduled for end of this week.
- Morrison Ave. Drainage Improvement - Project is completed.
- Road right-of way landscape restorations – areas are identified, but contractor has yet to be selected.

Meetings and Activities:

- The Wheeling Township Highway Department worked with the Cook County Building and Zoning to review projects being done and permit violations in the unincorporated areas.
- The Wheeling Township Highway Department attended the traffic signal turn-on at Dundee Rd. and Portwine Rd., with IDOT staff and contractor.

Permits:

- One new construction permit is pending.
- One demolition permit is completed.
- No official permit violations are pending.

PERMIT and TRAFFIC TICKET REVENUE RECEIPT

• Permits.....	\$	35.00
• Cook County Circuit Court (traffic tickets issued by Cook County Sheriff).....	\$	<u>0.00</u>
	\$	35.00

ADMINISTRATIVE REPORT: Administrator Stellato reported:

- A Staff CPR training took place on Tuesday September 9, 2015 from 5:00 PM to 7:30PM in our meeting room-22 attended. Three Paramedics from the Prospect Heights Fire Protection District instructed staff on CPR and Defibrillator usage and certified all for two years. As in the past, a donation will be made to the fire district for their time and expertise. Previously Wheeling Township received grants from the Illinois Public Risk Fund to subsidize the cost of this training. However, IPRF will provide greater funds for safety floor mat service. Wheeling Township accepted \$1,976 to cover the cost of floor mats and will pay for the CPR training through the Town Fund.
- My Solutions, the respite program coordinated by the Lutheran Home is no longer in existence. Mary Jo Zeller was in charge but was transferred to Naples, Florida to open a new facility. Wheeling Township was not made aware of this situation until August 2015. Wheeling Township has a remaining payable of \$2,254.60 from the 2014-1015 funding allocation that will be refunded to the Town Fund.
- The Daily Herald, and Jake Griffin, did pieces on General Assistance. FYI...Jake Griffin did not reach out to Wheeling Township and Administrator Stellato was very disappointed that all the peripheral services provided by Wheeling Township's GA department (but never hit the budget) were not mentioned in the article. They compared administrative costs to client aid. All food is donated and dispensed by volunteers but the Food Pantry Coordinator

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is paid with GA funds. Small portions of the salaries for the Receptionist, Accounting Assistant and the Administrator are also allocated to GA. Besides I & R (information & referral), which takes a great deal of time, our caseworkers assess and process applications for LIHEAP, Access to Care, Mobile Dental Clinic, Angel Fund, and local Salvation Army funds. They also coordinate the Seasonal Giving Programs such as Christmas Adopt-a-Family, Thanksgiving Baskets, and Back to School Backpacks.

- Statistics for the month of August 2015:
 - 2,011 Dial-a-Ride and Medical Van rides
 - 1,576 Meals delivered
 - 19 Senior/Disabled homeowners participating in A-OK program
 - 82 in-office visits to the Nurse
 - 39 home visits by the Nurse
 - 292 backpacks filled with school supplies distributed
 - 436 visits to the Food Pantry (1,041 people fed)
 - 16 Mobile Dental Clinic applications processed
 - 21 Emergency Assistance appointments
- Substantial Donations Received:
 - Clerics of St. Viator – produce/flowers
 - Prospect Heights Lions Club - \$1,000
 - Lutheran Church of the Cross - \$1,331
 - Lutheran Church of the Cross – 20 boxes of food
 - Arlington Heights Noon Rotary – food
 - Droost, Kivlihan Law - food
 - Topco- 85 boxes of food

NEW BUSINESS

2015 LEVY DISCUSSION

The levy plan was to reduce the Township reserve from 2.0 of Township expenditures to about 1.5 as compared to reserves. The last two years, the Township Fund levy was reduced 10% each year. The Township Fund expenditures for next year are going to be \$2.7 million and only about \$20,000 is capital expenditures. The Township Fund reserve will be about 1.65 of expenditures at the end of this year. The Road Fund reserve is about .97 of expenditures and General Assistance Fund reserve is about 1.25 of expenditures. The tax rate objections for 2005-06 will cost the budget about \$35,700 and the tax rate objections for 2007-10 are still to be determined. These items will add to the expenditures. In determining the future levy, the law allows a three year look back. In addition, the Township needs to post a tentative levy for 30 day public comment period in October. The final levy for next fiscal year has to be determined by December 2015. Administrator Stellato will prepare worksheets of levies to consider during the October meeting. The expenditures have been kept almost flat for years and are expected to remain about the same for the next fiscal year.

PERSONNEL POLICY

The Township is considering a formal dress code policy. The policy would prohibit T-Shirts and some other items that are not professional.

MOTION # 5: APPROVAL OF DRESS CODE POLICY RESOLUTION

Motion by Trustee Schroeder, seconded by Trustee Penner, to approve dress code policy for Township employees.

ROLL CALL VOTE: AYES: Schroeder, Penner, O'Connell, Hoban, Domrzalski
NAYS: None....Motion # 5 Carried.

OLD BUSINESS

Omni sent a letter trying to explain the President of organization receiving a large salary increase. No further action necessary.

MOTION #6: ADJOURNMENT

Motion by Trustee Penner, seconded by Trustee Domrzalski, to adjourn.

VOICE CALL VOTE: All Ayes....Motion #6 Carried.

The meeting for Tuesday, September 22, 2015, was declared adjourned at 8:50 p.m. The next regular scheduled board meeting is set for Tuesday, October 27, 2015, at 8:00 p.m.

Joanna M. Gauza
Wheeling Township Clerk